

**CALIFORNIA HIGH-SPEED RAIL AUTHORITY  
DUTY STATEMENT**

**PARF #46-8-053**

<b>CLASSIFICATION TITLE</b> Staff Services Manager II	<b>OFFICE/BRANCH</b> Financial Office/Budget Branch	<b>LOCATION</b> Sacramento
<b>WORKING TITLE</b> Assistant Chief Budget Officer	<b>POSITION NUMBER</b> 311-001-4801-xxx	<b>EFFECTIVE DATE</b> 7/25/17

**GENERAL STATEMENT:**

Under the general direction of the Chief Budget Officer, the Staff Services Manager II is responsible for planning, developing, coordinating and managing all financial related activities of the multi-billion dollar high-speed train project for the California High-Speed Rail Authority (Authority). The incumbent will direct a variety of complex tasks associated with budgeting, accounting, fiscal and capital outlay programs in accordance with the rules, regulations and policies as required by the State Administrative Manual, the State Controller's Office, the Department of Finance, the Legislative Analyst's Office, and other state and federal regulatory agencies. This position provides a high level of assistance and expertise to the Chief Budget Officer, Assistant CFO, CFO and Board members in a highly complex and sensitive agency in reaching organization goals, including responsibility for policy and program evaluation and recommendations coupled with legislative liaison.

**TYPICAL DUTIES:**

Percentage      Job Description  
Essential (E)/Marginal (M)

35% (E)      Budget: Oversees, develops, approves, and maintains the agency's budget operations and processes. Ensures compliance with state and federal laws and requirements. Oversees the development of the most complex, sensitive analyses related to the department wide budget issues and projects through Fi\$Cal. Performs the review and oversight of the Authority's annual Governor's Budget as well as ad hoc deliverables for the Department of Finance, Legislature, Governor's Office, High-Speed Rail Authority's Board, and Authority management and staff. Assist program with well thought out and concise Budget Change Proposals. Monitors and reviews monthly FI\$Cal encumbrances, expenditures, reimbursements and revenue reports and projections; works with the Accounting Office on various issues as a result of this review. Develop policies, procedures and job aides for Fi\$Cal. Coordinates with Commercial on budget analysis for funding requests are completed. Plans and prepares for influx of current funds as well as potential future funding for the entire High-Speed Rail Authority project.

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- 30% (E) Financial Analysis and Reporting: Independently and through the direction of staff completes the most complex analytical work including the review of the financial analysis on support and capital outlay requests. Manages and coordinates the preparation of financial analysis and presentation materials for meetings with Executive Management, the Authority Board, the Authority staff and stakeholders. Work with the multiple units to prepare ad hoc financial analyses and reports on the multi-billion dollar capital outlay budget for the Chief Budget Officer.
- 10% (E) Liaison: Communicates with the Department of Finance and Legislative Analyst's Office as the Authority's primary contact regarding all fiscal matters which include inquiries and requests for additional information. Coordinates actions and responses as required to Department of Finance and other external agencies. Prepares written response to Legislative inquiries from the Legislative Analyst's Office. Directly responsible for managing and tracking funding requests that are processed through Business Oversight Committee.
- 10% (E) Staff Management: Performs supervisory activities including hiring, assigning, evaluating and developing staff to execute the Budget Branch functions including both state staff and consultants. Encourages team building, facilitates cross training and promotes continuous improvement relative to the Authority's strategic plan and goals. Attends and conducts regular staff meetings. Provides guidance and assistance to staff consistent with Authority policies and ensures uniform interpretation and implementation of laws, rules, regulations, policies and procedures. Participates in the selection and hiring of consultants with needed expertise to carry out Authority objectives and provides management and direction to such consultants.
- 10% (E) Manage Improvement: Formulates and proposes improvements to the Authority's management on financial planning issues, fiscal policies and procedures, operating expenses, allocations, and the overall efficiency of the Budget Branch and direct staff to implement approved plans for improvement.
- 5% (M) Assist in preparation and presentation on special budget projects and reports to upper management levels of Financial Office. Attend and participate in meetings pertaining to budgets in place of the Chief Budget Officer's absence as requested.

### **KNOWLEDGE AND ABILITIES:**

Knowledge of: Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the State and local level; the department's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the department's Equal Employment Opportunity objectives.

### **DESIRABLE QUALIFICATIONS:**

- Extensive knowledge and understanding of State Budget and legislative processes.
- Knowledge of fiscal systems and the ability to manage a complex multi-function financial organization.
- Knowledge of the California High-Speed Rail organization and functions.
- Managerial experience in one or more of the following: budgets, accounting, business services, contracts and/or procurement functions.
- Experience in and/or knowledge of planning and policy making, particularly in administrative services programs.
- Demonstrated leadership and management ability in addition to showing initiative and independence of action in policy and decision making.
- Knowledge of the principles, practices and trends in public administration, policy formulation, organization and management leadership, employee supervision, staff development, team building, motivation, conflict resolution, and personnel management quality management, performance improvement and customer service.
- Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff.
- Ability to analyze complex problems, develop and evaluate alternatives, and recommend effective courses of action.
- Ability to direct and oversee program/project management activities and facilitate successful delivery.

### **SUPERVISION EXERCISED OVER OTHERS:**

Direct a multi-disciplined staff consisting of: Staff Services Manager I and an Associate Governmental Program Analyst.

### **CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:**

Errors in judgment or failure to carry out the responsibilities of this position could result in placing the Authority in violation of constitutional and statutory constraints in the use of resources and exceeding of established expenditure ceilings. Errors on funding reports result in improper disclosure of the expenditures and revenues and could cause the Authority to violate constitutional and statutory constraints. Inappropriate utilization of bond funds could cause the Authority to be in violation of the United States Internal Revenue Service (IRS) Rules for utilizing bond proceeds and require the Authority to pay a penalty fee to the IRS.

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**PHYSICAL, MENTAL, AND EMOTIONAL ABILITIES:**

The incumbent should be able to quickly adapt behavior and work methods in response to new information and priorities, unexpected obstacles; multi-task; develop and maintain cooperative working relationships and display respect for others in all contact opportunities; be decisive and take actions appropriate to existing situations. The incumbent should be able to manage effectively and maintain focus and intensity under pressure and complete tasks or projects with short notice. Employee must be able to focus for long periods of time and be required to use a computer, mouse, and video display terminal and will be required to sit for long periods of time at a computer screen.

**WORK ENVIRONMENT:**

The Employee will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Employees may be required to travel outside of their workstation to perform general tasks.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator) incumbent.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

Name of Employee: \_\_\_\_\_

Signature:	Date:
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I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Name of Supervisor \_\_\_\_\_

Signature:	Date:
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